



Employee Application for Parental Leave

Name: _____ Smith ID#: _____

Position: _____ Department: _____

Please complete the relevant section(s) below and submit application to Human Resources at least 30 days prior to the anticipated date of birth or adoption.

To be eligible for paid parental leave, you must have completed 12 consecutive months of employment at the college in a regular position of half-time or more prior to the beginning of your leave.

Please Check One:

I am requesting a paid **Parental Leave for Primary Caregiver** per the provisions of the *Parental Leave* policy. I understand that by requesting this leave of absence, I am committed to returning to work at Smith College.

Note: For this leave type, you will also be required to complete a Parental Leave Affidavit form.

I am requesting a paid **Parental Leave for Non-Primary Caregiver** per the provisions of the *Parental Leave* policy.

Anticipated date of birth or adoption (start date of leave): _____

Anticipated Return to Work Date: _____

Signature: _____

Date: _____